

FINAL

Job Title	ACCOUNTANT
Closing Date/Time	December 14, 2018, 4:30 pm
Salary	\$1,911.68 - \$3,336.64 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments

Accepting online applications only. Apply online 24 hours a day, November 30, 2018 through 4:30 p.m., December 14, 2018

Current vacancies are with Financial Management and Harbor Departments. Other departments that use this classification are Airport, Energy Resources, Health and Human Services, and Water.

EXAMPLES OF DUTIES: Under general supervision, performs increasingly difficult and responsible accounting functions, statistical analyses, and interpretations of information in the preparation and evaluation of financial reports, records, transactions, accounting systems and procedures; categorizes, posts, analyzes, and reconciles revenues and expenditures to proper accounts; ensures proper accounting for capital assets and expense and revenue accruals; analyzes budget variances, projects estimated expenses, and prepares budget adjustments; prepares financial statements; prepares financial forecasts based on defined assumptions for revenue, expenditures, and cash flow; prepares financial and statistical reports for management, federal, state, and regional utility agencies, and the public; may perform accounting functions specific to grant funded programs; reads, interprets and assists in implementing federal, state and local accounting requirements and guidance; may assist in the preparation of the annual budget; may supervise, train, and evaluate subordinate personnel; may conduct internal and external audits; may interpret and implement leasing agreements for billing and collection; and performs other related duties as required.

REQUIREMENTS TO FILE:

Applicants must meet option A, B, C, or D:

A. Bachelor's Degree from an accredited college or university in Accounting (proof required)*.

OR

B. Bachelor's Degree from an accredited college or university in Business Administration, Finance or a closely related field and the completion of a minimum of 18 units in Accounting (proof required-college transcripts)*.

OR

C. Bachelor's Degree from an accredited college or university in an unrelated field of study and three years of (paid, full-time equivalent) experience as an Accountant in a federal, state or local public agency (proof required)*.

OR

D. A current Board of Accountancy Certified Public Accountant (CPA) certificate (proof required)*.

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Additional Requirements to File:

- Proficiency in the operation of a personal computer including a working knowledge of spreadsheets.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and practices.
- Some positions may require overtime, weekend and/or holiday hours.
- A valid driver's license may be required by the hiring department.

***Required documents, such as transcripts or certificates, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

DESIRABLE QUALIFICATIONS: Knowledge of financial and managerial statement preparation and analysis, government grants and project accounting; experience in enterprise wide financial software; knowledge of Microsoft Office Suite.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
Online Occupational Written TestQualifying
(Battery operated calculator permitted)

The online written test will be waived for candidates demonstrating proof of a current Board of Accountancy Certified Public Accountant certificate (CPA). Proof of CPA certificate must be uploaded to the application at the time of filing.

A minimum rating of 70 must be attained in the examination in order to be placed on the eligible list. This is a continuous eligible list and it will expire in six months. Applicants receiving Veteran's Credit will be placed on the eligible list first and then in the order in which applications were filed.

The written test will be administered online. The test is tentatively scheduled on January 9, 2018 and candidates will receive an email if they meet the minimum requirements to take the test. If you do not receive notification by January 4, 2018, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, or Tagalog) are desirable for some positions interacting with the public.

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**This information is available in an alternative
format by request at (562) 570-6202.**

**If special accommodation is desired, please contact the Civil Service
Department two (2) business days prior to the test at (562) 570-6202.**

For hearing impaired, call (562) 570-6638.

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J.O.B.

CO1AN-19

SV:ACCOUNTANT

12/5/18

Agenda Item No. 3

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Job Title	ADMINISTRATIVE AIDE
Closing Date/Time	Fri. 12/7/2018 4:30 PM Pacific Time
Salary	\$3,559.00 – \$5,234.00 Monthly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments – (CL)

Accepting online applications only. Apply online 24 hours a day beginning on November 23, 2018 through 4:30 p.m., December 7, 2018.

Current vacancies are in the Harbor, Health & Human Services, Parks, Recreation & Marine, Public Works, and Financial Management/Fleet Services Bureau Departments. This position is also used in the Civil Service, Development Services, Human Resources, and Police Departments.

PROMOTIONAL OPPORTUNITY: This is a promotional job opportunity as defined in the Civil Service Rules and Regulations (Article I, Section 4(19)(b)). This job opportunity is limited to current, classified and unclassified City of Long Beach employees. Qualifying time, as noted in the Requirements to File, must be obtained in the classified or unclassified service with the City of Long Beach. Non-career employees are not eligible for this job opportunity.

In accordance with Article III, Section 14 of the Civil Service Rules and Regulations, Seniority Credit will be added to the final total scores of those who successfully qualify in all phases of the examination. For examination purposes, seniority credit will be based upon whole months of classified service completed as of the last day of filing.

EXAMPLES OF DUTIES: Under direct supervision, performs increasingly responsible administrative, technical, and paraprofessional duties; assists in the development, organization, coordination, and implementation of departmental programs; studies, investigates, evaluates, and prepares reports and recommendations on departmental and/or City-wide operations, policies, procedures, and practices; develops, implements, and maintains program information, evaluation, and reporting systems; assists with preparation and monitoring of the budget; composes correspondence, reports, and other written material; acts in a liaison capacity with other City departments in interpreting policies or evaluating needs; performs routine surveys; may administer programs/special tests and conduct interviews; may act in a lead capacity; performs other related duties as required.

REQUIREMENTS TO FILE:

Open to current, full-time or part-time City employees with six (6) months (full-time equivalent) City service who meet **one** of the following:

- A. Education equivalent to two years (60 semester units/90 quarter units) from an accredited U.S. college or university (**proof required**)*; **OR**
- B. Two years (full-time equivalent) paid experience in the City of Long Beach performing complex and responsible clerical, technical or paraprofessional duties and/or assisting in routine administrative, analytical and/or personnel duties; **OR**
- C. Any combination of the education and experience stated under Option A and B totaling two years (**proof required**)*.

Additional Requirements to File:

- Ability to effectively communicate both orally and in writing.
- Ability to use a personal computer, including the knowledge of computer applications such as Microsoft Office or other related software.
- Willingness to work overtime, weekends and holidays as required.
- Willingness to attend occasional offsite meetings and trainings.

A valid driver's license and current DMV driving record must be submitted to the hiring department at the time of the selection.

***Transcripts and degrees must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degrees must indicate the field of study and transcripts must indicate the field of study and degree conferred date. Applicants who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing. Transcripts, degrees, and/or proofs of educational equivalency not submitted at the time of filing will not be accepted.**

DESIRABLE QUALIFICATIONS:

Experience in the fields of human resources, payroll, finance, program coordination, grants administration, database/systems administration, ActiveNet system, or event management functions.

EXAMINATION WEIGHTS:

Application Packet.....	Qualifying
Written Examination.....	70%
Writing Exercise.....	30%

A minimum rating of 70 must be attained in each part of the examination, and a minimum overall score of 70 must be attained in the examination process in order to be placed on the eligible list. The eligible list is a ranked list.

If you have not received notification within three weeks of filing your application, contact the Civil Service Department at (562) 570-6202.

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Job Title	ASSISTANT ADMINISTRATIVE ANALYST
Closing Date/Time	Continuous
Salary	\$3,951.00 – \$6,236.00 Monthly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments – (CL)

Pre-post bulletin beginning November 23, 2018 through December 2, 2018. Accepting online applications beginning December 3, 2018. Filing will remain open until vacancies are filled. Filing may close without further notice.

Current vacancies are in the Economic Development, Energy Resources, Financial Management, Health & Human Services, Harbor, Human Resources, Police, Public Works, Technology Innovation, Water, and Parks, Recreation & Marine Departments. This position is also used in the Airport, City Manager, Civil Service, Development Services, Fire, and Library Departments.

EXAMPLES OF DUTIES: Under supervision, gathers data used in administrative, fiscal, or personnel activities and services; assists in the preparation and control of the annual budget; performs preliminary research, investigations, and studies; develops preliminary interpretations and makes recommendations for improvement in services delivery and the attainment of departmental goals; analyzes documents for compliance with rules, regulations, and procedures; assists in the revision of administrative and personnel systems and procedures; communicates with individuals and organizations both within/outside the City; plans and prepares charts, graphs, and other exhibits; reviews statistical data; utilizes personal computers and prepares and presents oral and written reports; assists in the development of basic computer reporting systems; provides specialized counseling services; develops and coordinates permit, loan, grant, and/or fund-raising activities; assists in the various aspects of contract administration; participates in personnel-related activities such as recruitment, testing, test validation, employee orientation and training, classification, compensation, affirmative action, labor relations; and performs other related duties as required.

REQUIREMENTS TO FILE:

Applicants must meet either option **A or B**:

- A. Bachelor's degree from an accredited college or university **(proof required)***;

OR

- B. Current City of Long Beach employees may substitute a combination of education and/or paid, full-time equivalent technical or paraprofessional experience on a year-for-year basis, up to four (4) years. Such coursework and/or experience must demonstrate specific and substantial preparation for the duties of the position **(proof required for education)***.

Candidates on the City of Long Beach Administrative Analyst Eligible List after September 2017 may request to be placed on the eligible list for the current Assistant Administrative Analyst administration. Candidates who are interested in this option must indicate so in the Supplemental Questions section of their online application. These candidates will not be required to take the Assistant Administrative Analyst examination for the duration of this bulletin. **(Note: Proof of Placement on Eligible List, such as a PDF**

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of the email notification of placement on the Administrative Analyst eligible list, is required at the time of filing).

***Transcripts, degrees, and proofs of Placement on Eligible List must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degrees must indicate the field of study and transcripts must indicate the field of study and degree conferred date. Applicants who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing. Transcripts, degrees, proofs of educational equivalency, and/or proofs of Placement on Eligible List not submitted at the time of filing will not accepted.**

Additional Requirements to File:

- Applicants must be able to pass a thorough background investigation and polygraph examination for positions in the Police Department.
- A valid driver's license and current DMV driving record must be submitted to the hiring department at the time of the selection.
- Willingness to work an irregular schedule, including nights, weekends, overtime, and/or holidays may be required for some positions.

Ability to:

- Effectively communicate both verbally and in writing;
- Comprehend complex written information;
- Research, organize, and analyze data from a variety of sources;
- Develop conclusions and make recommendations based upon evaluation of facts;
- Work collaboratively with others;
- Exercise initiative to complete assigned tasks;
- Plan and organize work;
- Operate personal computers including the use of the Internet, spreadsheet, database and word processing software (e.g. Microsoft Office).

DESIRABLE QUALIFICATIONS:

- Experience in asset management, grant management, human resources, labor compliance, program management, conducting training classes and/or giving presentations, budget, public sector investing and debt financing.
- For the Water Department, a Bachelor's Degree in Environmental Science, Geography, Geology, Public Administration or closely related field and/or experience in water conservation or water resources.
- Bilingual/biliterate skills (Spanish, Khmer or Tagalog) are desirable for some positions interacting with the public.

EXAMINATION WEIGHTS:

Application Packet.....	Qualifying
Written Examination.....	Qualifying
Writing Exercise.....	Qualifying

A minimum rating of 70 must be attained in each part of the examination. This recruitment is being conducted on a continuous basis, and eligible lists may be established periodically. The continuous eligible list will expire in six months. If needed, the list can be extended by the department for up to 3 years. Applicants receiving Veteran's Credit will be placed on the eligible list first and then in the order in which applications were filed.

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If you have not received notification within three weeks of filing your application, please contact the Civil Service Department at (562) 570-6202.

PLEASE NOTE: If candidates fail to: a) meet the Requirements to File, b) submit valid proofs at the time of filing, or c) receive a passing exam score, candidates may reapply only after 4 months (120 days) from their previous application, and they may retake the exam only once during this 4 month period.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with the public.



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For hearing impaired, call (562) 570-6638.

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FINAL DRAFT

Job Title	BUYER
Closing Date/Time	4:30 p.m., December 7, 2018
Salary	\$2,166.32 - \$3,512.96 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Financial Management - CL

Accepting online applications beginning November 19, 2018 through 4:30 p.m., December 7, 2018. Apply online 24 hours a day.

EXAMPLES OF DUTIES: Under direction, purchases a variety of materials, services, supplies and equipment for use by operating departments; adds value to the overall procurement process by providing value added service to departmental clients; receives and analyzes requisitions, consolidates annual requirements for assigned commodities used by multiple departments; solicits bids, compares costs and evaluates the quality and suitability of products or services, makes or recommends purchases; sources potential vendors and, when necessary, coordinates local and small business outreach efforts; confers with vendors and requisitioning officers concerning purchases; analyzes material requirements and commodity specifications; prepares specifications for contracts and for purchases requiring written bids; analyzes and awards bids; interviews vendors, sets up evaluation committee and arranges for tests and demonstrations of products; determines the best sources of supply and the reliability of vendors; issues purchase orders; maintains detailed records and prepares reports of purchasing activities; prepares letters to the City Council to recommend contract awards; uses computer in performing buying functions; may supervise subordinates; may serve as assistant to the Purchasing Agent and act in that capacity during his/her absence; and performs other related duties as required.

REQUIREMENTS TO FILE:

Candidates must meet requirements A, B OR C:

A. Bachelor's degree from an accredited university with major coursework in purchasing, materials management, business administration, public administration or closely-related field (**proof required**)*.

OR

B. Four years of paid full-time experience in purchasing a wide variety of industrial and/or governmental equipment, supplies and materials for use rather than for resale.

OR

C. Any combination of education with major coursework in purchasing, materials management, business administration public administration or closely-related field (**proof required***) **AND** experience totaling four years.

Additional Requirements to File include:

- Knowledge of Microsoft computer applications.

A valid driver's license may be required by the hiring department.

***Required documents, such as transcripts or degree, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree or transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

DESIRABLE QUALIFICATIONS: Experience in the following areas: governmental purchasing; capital construction; enterprise financial or accounting systems; or PlanetBids or comparable bidder management systems. Any of the following certifications are desirable: Certified Purchasing Manager (CPM), Accredited Purchasing Professional (APP), Certified Public Purchasing Buyer (CPPB) or Certified Public Purchasing Officer (CPPO).

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
Online Written Examination..... Qualifying

A minimum rating of 70 must be attained in the examination in order to be placed on the eligible list. This is a continuous eligible list and it will expire in six months. Applicants receiving Veteran's Credit will be placed on the eligible list first and then in the order in which applications were filed.

The written examination is tentatively scheduled for December 14, 2018. If you have not received notification by December 12, 2018, contact the Civil Service Department at (562) 570-6202.



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Job Title	CAPITAL PROJECTS COORDINATOR
Closing Date/Time	Fri. 12/07/18 4:30 PM Pacific Time
Salary	\$2,786.48 - \$5,026.24 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments- (CL)

Current vacancies are in the Water, Public Works, and Harbor Departments. The Airport Department also uses this classification.

Please [CLICK HERE](#) for more information on Harbor's vacancies.

Please [CLICK HERE](#) for more information on Water's vacancies.

Accepting online applications only. Apply online 24 hours a day, beginning November 19, 2018 through 4:30 p.m. December 7, 2018.

EXAMPLES OF DUTIES: Under direction, plans and coordinates one or more capital improvement projects or programs in the Public Works, Harbor, or Water Department; plans and coordinates all aspects of one or more capital improvement projects; including definition, design and implementation; prepares project budgets and schedules; monitors multiple-project program schedules and budget compliance of assigned projects and recommends corrective action as needed; administers project and contract management systems used for the delivery of capital projects including updating and improving capital projects, delivering business processes, and reporting as additional project tracking and performance metrics are needed; represents the City in meetings regarding assigned projects and serves as the liaison; facilitates project risk assessments; monitors project risks, changes and trends; prepares grant and permit applications, requests for proposals, consultant agreements, public notices and other project documents; assures that projects conform to Citywide policies, goals and objectives; leads or participates in consultant selection procedures; administers consultant contracts, grant agreements and approved permits; assists in bidding and administration of construction contracts; makes presentations to governmental bodies and citizen groups; and performs other related duties as required.

REQUIREMENTS TO FILE:

Applicants must meet option A, B, or C.

A. Bachelor's degree from an accredited four-year college or university in Engineering, Architecture, Construction Management, Public or Business Administration or a closely-related field (**proof required**)* **AND** three years of paid, professional-level full-time equivalent experience relating to the administration of capital improvement projects, project controls, or management, supervision, or inspection of construction projects as described. This includes experience interpreting plans, writing specifications, and preparing plan documents; working effectively with clients and consultants to determine project requirements, including selection and administration of contracts; and working with development and administration of contract or project management software in complex capital improvement programs.

OR

B. Seven years of paid, professional-level full-time equivalent experience relating to the administration of capital improvement projects, project controls, or management, supervision, or inspection of construction projects as described. This includes experience interpreting plans, writing specifications, and preparing plan documents; working effectively with clients and consultants to determine project requirements, including selection and administration of contracts; and working with development and administration of contract or project management software in complex capital improvement programs.

OR

C. Any combination of education with major coursework in Engineering, Architecture, Construction Management, Public or Business Administration or a closely-related field **(proof required)*** and experience identified in Option A or Option B totaling seven years.

(Semester units: 24 units = 1 year; Quarter units: 36 units = 1 year)

Additional Requirements to File

Ability to:

- Operate a personal computer, including a working knowledge of spreadsheet, database, and project management applications;
- Communicate effectively, both orally and in writing

May be required to work evenings, weekends, and overtime.

A valid driver's license and current DMV driving record must be submitted to the hiring department at the time of selection.

***Required documents, such as transcripts or degree, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

DESIRABLE QUALIFICATIONS: Related municipal work experience. Professional certifications in project management, construction management, project systems, LEED Certification, or Water Distribution and Water Treatment Operator certifications from the State Water Resources Control board. Experience with Microsoft Access, Microsoft Projects, Primavera P6, Oracle Unifier, and/or cash flow for large capital improvement programs and construction estimating.

EXAMINATION WEIGHTS:

Application Packet..... Qualifying

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This is a continuous eligible list, which means all applicants meeting the minimum requirements to file will be placed on the eligible list. Applicants receiving Veteran's Credit will be placed on the eligible list first and then in the order in which applications were filed. The continuous eligible list will expire in six months.

If you have not received notification by December 14, 2018, contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with the public.



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Job Title	CIVIL ENGINEERING ASSOCIATE
Closing Date/Time	Continuous
Salary	\$2,867.04 to \$3,893.68 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning November 19, 2018. Filing will remain open until vacancies are filled. Filing may close without further notice.

Current vacancies are with Harbor (Port of Long Beach) and Public Works. Other departments that use this classification include Development Services, Water, and the Airport. Click [HERE](#) to see more details regarding the position for various departments.

EXAMPLES OF DUTIES:

Under direction, performs difficult engineering work in the planning, design, estimating, and reviewing of plans and construction documents for City streets, natural gas distribution pipelines, potable water, reclaimed water, sanitary sewer, storm drains, buildings and structures, construction administration, developer, airport and/or harbor engineering projects; assigns work, gives instructions and acts upon engineering problems in connection with standards; prepares complete plans, specifications and estimates; directs the work of Engineering Technicians in the preparation of drawings, plans, and quantity estimates; prepares preliminary and final reports for construction and improvement projects; conducts studies and develops plans for long-range replacement and rehabilitation of structures and facilities; reviews plans and construction documents for conformance with standards and specifications; investigates and responds to citizen complaints; writes reports and makes estimates of a specialized nature in connection with various engineering projects; assists in preparing cooperative agreements; prepares and interprets legal descriptions and plat maps; monitors progress of less complex projects conducted by Civil Engineering Assistants and/or outside consultants; may review structural plans and/or water and sewer plans and supervise field inspections of construction work to check compliance with standards and safety regulations; may assist developer's with the general planning concepts of water/sewer systems and in the preparation of the Capital Improvements Program; performs other related duties as required.

REQUIREMENTS TO FILE:

Candidates must meet option A or B:

- A.** Engineer-in-Training (EIT) certificate in the field of Civil Engineering recognized by the California State Board of Registration for Professional Engineers (**proof required**)*, and Bachelor's degree from an accredited college or university in Civil Engineering or a closely related field (**proof required**)*, and three years (paid full-time equivalent) experience involving primary responsibility for preparation and/or review of standards, designs, construction activity and cost estimates of civil engineering projects, which must have been gained after passing the EIT exam or receiving a Bachelor's degree.

OR

- B.** Registration as a Professional Engineer in the State of California (**proof required**)*.

ADDITIONAL REQUIREMENTS:

- Experience with computer applications such as database management, project scheduling, spreadsheets, word processing and email.
- Ability to:
 - Communicate effectively, both verbally and in writing.
 - Deal tactfully and effectively with assigned staff, the public, client departments and consultants.
- A valid motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at time of selection.
- Some positions may require willingness to work nights, weekends, holidays, and/or overtime as needed.

***Required documents, such as transcripts or degree, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

DESIRABLE QUALIFICATIONS:

Recent seaport, airport facility or airfield pavement experience; experience with various computer applications such as: AutoCAD, Civil 3D, MicroStation, InRoads or other engineering applications including scheduling, Geographic Information Systems (GIS) programs, and computer software for hydraulic modeling; design of water, sewer, storm drains, streets, and reclaimed water systems; the processing and review of Developer projects, pilot testing; a valid Water Distribution Operator Certificate and/or Water Treatment Certificate issued by the California Department of Public Health or State Water Resources Control Board; and/or monitoring an inspection staff.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying

This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the requirements will be placed on the eligible list, with those receiving Veteran's credit first, and then in the order in which applications were filed. Eligible lists will be established periodically.

The continuous eligible list will expire in six months.

If you have not received notification within three weeks of closing, contact the Civil Service Department at (562) 570-6202.

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Job Title	CUSTOMER SERVICE REPRESENTATIVE
Closing Date/Time	Fri. 12/14/2018 4:30 PM Pacific Time
Salary	\$1,276.88 – \$2,072.64 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments – (CL)

Pre-post bulletin beginning November 30, 2018 through December 9, 2018. Accepting online applications beginning on December 10, 2018 through 4:30 p.m., December 14, 2018.

Current vacancies are in the Development Services, Energy Resources, Financial Management, Police, and Public Works Departments. This position is also used in the Health & Human Services and Parks, Recreation & Marine Departments.

EXAMPLES OF DUTIES: Under general supervision, performs tasks associated with billing, collecting, and processing payments for City services, licenses, permits, and parking citations; interacts with customers and/or City departments in-person, by telephone, mail, email, internet, fax, or instant messaging and offers customer resolution; uses a personal computer (PC) to obtain and enter information, create and update accounts, and manage the transfer of information regarding account, permit, license, citation transactions, and inquiries; generates and writes reports; dispatches field orders to gather information needed to validate City bills; maintains integrity of City utility, permits, licenses, and other records and accounts; operates mail opening machines, money counting machines, electronic cash registers, copiers, scanners, and related equipment; prepares letters, memos, and spreadsheets; performs various collection efforts on delinquent accounts and represents the City on Small Claims Court actions; and performs other related duties as required.

REQUIREMENTS TO FILE:

One year of full-time paid experience performing customer service, clerical, cashiering, meter reading, data entry, billing and/or collections related duties.

ADDITIONAL REQUIREMENTS TO FILE:

Ability to:

- Perform accurate mathematical calculations;
- Utilize office equipment including personal computers, photocopiers, fax machines, etc.;
- Utilize Microsoft Office software;
- Multi-task in a fast paced work environment;
- Problem solve, and be detail oriented;
- Produce accurate work products;
- Effectively communicate both verbally and in writing;
- Plan and organize work efficiently and effectively;
- Exercise tact, good judgment, and patience in assisting the public and client departments.
- Some positions may require working nights or graveyard shifts, weekends, holidays, and occasionally flex hours.
- Applicants must be able to pass a thorough background investigation and polygraph examination for positions in the Police Department.

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- A valid driver's license and current DMV driving record must be submitted to the hiring department at the time of the selection.

DESIRABLE QUALIFICATIONS:

Typing certificate demonstrating 35 WPM ability; and experience in any of the following areas: bank teller, cashiering, telephone/call center, medical billing, general billing, debt collection, investigation skills, business licensing, data gathering, data entry, Bilingual (English/Spanish) speaking ability is desirable for some positions.

***Applicants requesting to be considered for the 35 WPM typing ability must upload typing certificates to the online application at the time of filing. Typing certificates must contain either the applicant's name or other identifying characteristic on the form. Applicants who do not submit a typing certificate at the time of filing will not be considered for this desirable qualification.**

EXAMINATION WEIGHTS:

Application Packet.....	Qualifying
Written Exam.....	Qualifying
Video Scenario Test.....	Qualifying

The Written Examination is tentatively scheduled for the week of January 21, 2018. If you do not receive notification by January 14, 2018 contact the Civil Service Department at (562) 570-6202. Candidates who are successful on the Written Examination will be invited to the Video Scenario Test, which is tentatively scheduled for the week of February 11, 2018.

A minimum rating of 70 must be attained in the examination process in order to be placed on the eligible list. Applicants receiving Veteran's Credit will be placed on the eligible list first and then in the order in which applications were filed.

If you have not received notification within three weeks of filing your application, please contact the Civil Service Department at (562) 570-6202.

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Job Title	HARBOR MARINE ENGINEER
Closing Date/Time	12/21/18 4:30 PM Pacific Time
Salary	\$3,775.84 – \$5,143.28 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Harbor - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning December 7, 2018 through 4:30 p.m. December 21, 2018.

VACANCY INFORMATION:

Current vacancy is in the Maintenance Division at the Harbor Department.

EXAMPLES OF DUTIES:

Supervises direct report(s) as assigned and assumes a leadership role in logistics for projects; analyzes information and evaluates results to choose the best solution and solve problems; maintains operational availability of fleet and maintains strict safety standards; manages and may perform diagnostic investigations/repairs and coordinates with contracted vessel repair facilities to effect planned and unanticipated repairs; performs preventative maintenance and repairs to vessels and equipment; assists in diagnostic evaluations of machinery; assists vendors in overhauls of propulsion, auxiliary engines and drives; recognizes maintenance issues and initiates a plan of repair; provides documentation, detailed instructions, drawings, or specifications on how devices, parts, equipment, or structures are to be fabricated, constructed, assembled, modified, maintained, or used; assists in the development and management of planned maintenance budgets; evaluates and initiates corrective action on emergency/casualty repairs for Port vessels; reviews and maintains all necessary records and logs of machinery repairs and maintenance and works directly with regulatory agencies to ensure compliance with required regulations; performs periodic vessel inspections to determine general condition and promote safety; monitors Port vessels for proper posting of required engineering related schematics, piping diagrams and procedures; inspects, services, repairs, adjusts, and tests machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles. Services, repairs, calibrates, regulates, fine-tunes, or tests machines, devices, and equipment that operate primarily on the basis of electrical or electronic (not mechanical) principles; maintains dock and shop equipment in accordance with Port standards and regulatory requirements; maintains safe workplace standards, including reporting and correcting deficiencies; determines whether processes comply with international, federal, state and local laws, regulations, or other industry standards; exercises proper handling, storage, transportation and disposal of environmentally sensitive materials; uses either control mechanisms or direct physical activity to operate machines or processes. These tasks may be hands-on and/or overseeing the repairs done by other staff or specialized vendors. This position may perform other related duties as assigned.

REQUIREMENTS TO FILE: Applicants must meet a combination of Requirements A and B OR Requirement C.

- A. Bachelor's degree from an accredited college or university in Marine Engineering or a closely related field **(proof required) ***.

AND

- B. Four years paid, full-time equivalent work experience performing the planning, coordination, procurement of vendor services and scheduling of the maintenance and repair of facilities, and equipment or general construction and repair operations of various types of construction-related work experience, mechanical repair of heavy equipment, vessels, plumbing, carpentry or related work.

OR

- C. Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education **(proof required)** on a year-for-year basis minimum of 8 years.

Additional Requirements to File

- Knowledge of and ability to inspect, diagnose and maintain complex marine vessel systems such as propulsion, engine, generator, electric/electronic, hydraulic, fire prevention and other essential vessel safety systems;
- Knowledge of and ability to maintain marine vessel large pumps used for fire protection and/or firefighting applications
- Knowledge of marine safety practices and other safety compliance requirements;
- Knowledge of environmental air and water quality regulations and compliance;
- Ability to maintain a rotational on-call status with other staff;
- Thorough understanding of vessel equipment operation manuals, drawings, charts, graphs, and blueprints;
- Knowledge of basic computer skills and engine electronic diagnostics.
- Knowledge of procurement of goods, services and materials and related government contracting policies and codes;
- A valid motor vehicle operator's license and current DMV driving record must be submitted to the hiring department at the time of selection.

***Required documents must be uploaded to the online at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency.**

DESIRABLE QUALIFICATIONS:

- Prior supervisor experience.
- U.S Coast Guard Master 100 or 500 Gross Ton License is highly desirable.

EXAMINATION WEIGHT:

Application Packet.....Qualifying

All applicants meeting the minimum requirements to file will be placed on the eligible list, with those receiving Veteran's Credit first and then in the order in which applications were filed.

If you have not received notification by December 28, 2018, contact the Civil Service Department at (562) 570-6202.

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For hearing impaired, call (562) 570-6638.

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Job Title	PLAN CHECKER – PLUMBING
Closing Date/Time	Continuous
Salary	\$3,022.40 to \$4,441.68 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Development Services (CL)

Accepting online applications only. Apply online 24 hours a day, beginning December 7, 2018. Filing will remain open until vacancies are filled. Filing may close without further notice.

EXAMPLES OF DUTIES:

Under direction, plans, develops and maintains a system for checking plumbing plans, specifications and permit applications for compliance with applicable laws and ordinances; establishes procedures for acceptance and processing of plumbing plans and permits; checks plumbing plans, obtains corrections, grant approvals, computes fees, approves changes, and coordinates other plans processed; consults with and advises engineers, architects, contractors, owners, and others on matters related; performs other related duties as required.

REQUIREMENTS TO FILE:

Candidates must meet option 1 or 2:

- Option 1: A Bachelor's degree in Mechanical Engineering, Civil Engineering, or a closely related field, from an accredited four-year college or university* (**proof required***) and four or more years professional (paid, full-time equivalent) experience in plumbing construction and design.

OR

- Option 2: Current International Association of Plumbing and Mechanical Officials (IAPMO) or International Code Council (ICC) certification (**proof required***) in plumbing inspection or plans examiner and one of the following options:
 - 2A - One or more years of recent (paid, full-time equivalent) experience equivalent to the duties performed by a Principal Building Inspector (or similar title) in a municipal or county building department.
 - 2B - Two or more years of recent (paid, full-time equivalent) experience as a Senior Plumbing Inspector or Plumbing Plans Examiner (or similar title) in a municipal or county building department.
 - 2C - Four or more years of recent (paid, full-time equivalent) experience as a Senior Combination Building Inspector, Senior Electrical Inspector, or a Senior Mechanical Inspector (or similar title) in a municipal or county building department.

***Required documents, such as transcripts or degree, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

ADDITIONAL REQUIREMENTS:

- Ability to:
 - Use personal computers;
 - Speak clearly;
 - Read accurately and comprehend;
 - Interpret and retain information given verbally and in writing;
 - Exercise good judgment, tact and initiative when dealing with the public;
 - Make appropriate decisions quickly and independently.
- Willingness to work weekends, holidays and irregular hours.
- A valid motor vehicle operator’s license and a current DMV driving record may be required by the hiring department at time of selection.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying

This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the requirements will be placed on the eligible list, with those receiving Veteran's credit first, and then in the order in which applications were filed. Eligible lists will be established periodically.

If you have not received notification within three weeks after filing, contact the Civil Service Department at (562) 570-6202.

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An Equal Opportunity Employer

Job Title	REAL ESTATE PROJECT COORDINATOR
Closing Date/Time	Fri. 12/21/18 4:30 PM Pacific Time
Salary	\$5,909.00 - \$9,126.00 Monthly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple- (CL)

Accepting online applications only. Apply online 24 hours a day, beginning December 7, 2018 through 4:30 p.m. December 21, 2018.

Current vacancies are in the following departments: Airport (Leasing and Business Development Division), Development Services (Housing Development Division), and Economic Development (Business Development and Property Development Bureaus).

EXAMPLES OF DUTIES: Under direction, assists departmental management with the coordination of a wide variety of real estate valuation and transaction services, asset management, business improvement district responsibilities and property management services, projects and activities; coordinates the management of real estate acquisition, disposition, development, leasing, and property management projects, and the processing, review and recording of legal instruments required for real property acquisition, disposition, management and use; negotiates and administers lease agreements for facilities; prepares and presents reports; reviews, negotiates and administers development and loan agreements; analyzes complex financial information including affordable housing development pro formas; may review construction progress and compliance with prevailing wage and Section 3 requirements; analyzes and interprets detailed appraisals of real property to determine current market or fair rental value in the renegotiation of leases; maintains records of negotiated lease rates, project status, and real estate agreements for City property and compliance with applicable laws, regulations and regulatory requirements; researches and prepares routine and recurring reports on assigned projects and/or programs related to ongoing real estate activities; interacts with the public and lends or participates in public and community meetings; analyzes prospective tenant financial qualifications; conducts field inspections of tenancies to ensure the agreed upon lessor-lessee specifications are met; develops, updates and recommends asset management policies, real estate procedures and leasing guidelines; reviews and evaluates financial data and analyses; responds to real estate inquiries from internal and external sources and investigates and recommends solutions to tenant and public complaints; directs external consultants in the completion of specific real estate analyses, studies, and projects; acts as a liaison, and representative of the City to other agencies, internal and external clients, organizations, committees, and officials from other jurisdictions; may serve as staff and support various committees and commissions within the City and supervise subordinate personnel; liaison internally and externally in facilitating job growth, business relocation or expansion; recommending and coordinating small business incentive packages, loans, grants and permitting support; align business opportunities with brokerage support; coordinate inter-departmental involvement in entitlement and permitting of new or expanding businesses; and performs other related duties as required.

REQUIREMENTS TO FILE:

Applicants must meet option A, B, OR C:

A. Bachelor's Degree from an accredited college or university (**proof required**)* AND a minimum of four years of (paid, full-time equivalent) professional experience involving real estate asset

management, development, acquisition and disposition, leasing and lease administration, and/or management of housing and community development programs in a public agency or corporate environment.

OR

B. Master's Degree from an accredited college or university **(proof required)*** may be substituted for one year of the required experience **AND** a minimum of three years of (paid, full-time equivalent) professional experience as stated in Option A.

OR

C. Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis for a total of (8) eight years.

A valid driver's license and current DMV driving record must be submitted to the hiring department at the time of the selection.

***Required documents, such as transcripts or degree, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

DESIRABLE QUALIFICATIONS:

Knowledge of California Environmental Quality Act, California Acquisition and Relocation Law, Federal Aviation Administration (FAA) guidelines regarding leasing and real estate transactions, and knowledge of federal and state affordable housing development programs are desirable for some positions.

SELECTION PROCEDURE:

Application Packet..... Qualifying

This selection procedure will be conducted using a non-competitive process, which means applications are evaluated based on experience and/or education. There is no examination. Applicants receiving Veteran's Credit will be placed on the eligible list first and then in the order in which applications were filed.

If you have not received notification by December 28, 2018, contact the Civil Service Department at (562) 570-6202.

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Agenda Item No. 3

FINAL



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FINAL

Job Title	SENIOR ACCOUNTANT
Closing Date/Time	December 7, 2018, 4:30pm
Salary	\$2,717.76 - \$3,697.44 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments

Accepting online applications only. Apply online 24 hours a day, November 19, 2018 through 4:30 p.m., December 7, 2018.

Current vacancies are with Financial Management, Harbor, Health and Human Services, and Police Departments. Other departments that use this classification are Airport, Economic Development, Energy Resources, Public Works, and Water.

EXAMPLES OF DUTIES: Under direction, performs complex professional accounting work in the preparation and maintenance of financial records and reports, including the City's Comprehensive Annual Financial Report (CAFR), City's budget, and other mandated financial reports in accordance with Generally Accepted Accounting Principles (GAAP), federal and state requirements, regulation, and laws as well as City policies and procedures; responsible for planning, assigning, supervising and reviewing the work of a group of professional and support personnel; provides direction, training, and technical guidance to staff; conducts research and performs analyses on financial and accounting issues; provides guidance and training to City departments on financial accounting systems, procedures and processes, and internal controls; assists in the research, interpretation and implementation of GASB pronouncements; assists in coordinating audits conducted by internal and external auditors and other government audit agencies; performs general administrative functions, including providing City departments with requested financial information and responding to inquiries regarding various fiscal and financial matters; directs, reviews, and participates in accounting for grants, compliance with grant requirements, and draw down of grant funds; prepares trial balances, journal entries and periodic reconciliation of projects, grants and funds; performs other duties as assigned.

REQUIREMENTS TO FILE:

Applicants must meet option A, B, or C:

A. Bachelor's Degree from an accredited college or university in Accounting **(proof required)***.

OR

B. Bachelor's Degree from an accredited college or university in Business Administration, Finance or a closely related field and the completion of a minimum of 18 units in Accounting **(proof required—college transcript)***.

OR

C. A current Board of Accountancy Certified Public Accountant (CPA) certificate **(proof required)***.

AND

Three years of paid full-time equivalent professional level accounting experience.

Additional Requirements to File:

- Knowledge of current accounting practices and procedures, such as those promulgated by the Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), American Institute of Certified Public Accountants (AICPA), and Government Finance Officers Association (GFOA).
- Ability to effectively supervise personnel.
- Proficiency with software applications related to the work, including spreadsheet, database, and word processing.
- Some positions may require overtime, weekend or holiday hours.
- A valid driver license may be required by the hiring department.

***Required documents, such as transcripts/degree or certificate, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

DESIRABLE QUALIFICATIONS: Knowledge of financial and managerial statement preparation and analysis, government grants and project accounting; knowledge of bonds accounting; experience in year-end audit and single audit; experience in enterprise wide financial software; experience with capital and construction projects; and knowledge of Microsoft Office Suite.

SELECTION PROCEDURE:

Application Packet.....Qualifying

This selection procedure will be conducted using a non-competitive process, which means applications are evaluated based on training, experience, education, or certificates. There is no examination.

This is a continuous eligible list, which means all applicants meeting the minimum requirements to file will be placed on the eligible list. Applicants receiving Veteran's Credit will be placed on the eligible list first and then in the order in which applications were filed. The continuous eligible list will expire in six months.

If you do not receive notification by December 31, 2018, please contact the Civil Service Department at (562) 570-6202.

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An Equal Opportunity Employer

Job Title	SENIOR CIVIL ENGINEER
Closing Date/Time	Continuous
Salary	\$3775.84 to \$5143.28 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning November 19, 2018. Filing will remain open until vacancies are filled. Filing may close without further notice.

Current vacancies are with Development Services. Other departments that use this classification include the Port of Long Beach (Harbor), Water, Public Works, and the Long Beach Airport. Click [HERE](#) to see more details regarding the positions for each department.

EXAMPLES OF DUTIES:

Under direction, supervises and coordinates plan review activities; design management, program/project management, and/or construction management of a wide variety of multiple municipal, harbor, airport, gas, water and wastewater engineering, and/or public and private development and building projects; performs, formulates, and coordinates work assignments for the review of plans, designs, estimates, and reports regarding surveys, inspections, soils, and geology; supervises the preparation of plans, specifications, the compilation of estimates and contract terms from an engineering standpoint; performs difficult structural and architectural plan check for compliance with building code requirements, City ordinances, and State/Federal statues/laws; performs the state's accessibility compliance review for building projects; leads, coordinates and manages multi-disciplinary teams of City and/or consultant staff to deliver complex projects in a collaborative environment; performs project reviews and permitting processes; performs special studies and prepares comprehensive reports; develops, manages, and tracks cost estimates, budgets and schedules for assigned projects; evaluates and manages project risks; performs claims analysis; administers consultant contracts; makes presentations to governmental bodies and citizen groups; oversees subdivision activities; may oversee the management of multiple projects, including scope, schedule and budget definition; manages project execution with multiple stakeholders; procures, negotiates and manages professional services contracts; performs project management including procurement, negotiation budgeting, scheduling, interfacing with regulatory agencies and other stakeholders, and monitoring and evaluating the work of consultants performing engineering, design and construction management work; manages and administers construction contracts, including managing requests for information and submittals, analyzing and negotiating contract changes, evaluating claims and reviewing and processing progress payments; acts as assistant to the Division/Section Head when required; performs other related duties as required.

Some departments may require the following duties be performed as well: Interview and recommend employees for hire; prepare board or City Council memoranda; perform constructability reviews, pre-construction planning and coordination; chair pre-construction and weekly progress meetings and prepare meeting minutes.

REQUIREMENTS TO FILE:

- Registration as a Professional Civil Engineer in the State of California (**proof required**)*

AND

- A minimum of five years, paid, full-time equivalent and relevant experience. Two years of the required experience must have been gained in a related position while registered as a Civil Engineer.

ADDITIONAL REQUIREMENTS:

- Ability to communicate effectively, both verbally and in writing.
- Some positions require the ability respond to emergency calls in-person or by telephone within a 30-minute timeframe.
- A valid driver's license is required by the hiring department.

***Required documents, such as transcripts or degree, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

DESIRABLE QUALIFICATIONS:

Certification as a Project Management Professional (PMP), Certified Construction Manager (CCM), ICC Plans Examiner, Certified Access Specialist (CAsp) and/or Leadership in Energy and Environmental Design (LEED); Certified Cost Technician (CCT), Certified Scheduling Technician (CST), Certified Estimating Professional (CEP), Decision and Risk Management Professional (DRMP), Earned Value Professional (EVP), CSI Certification, Envision Sustainable Profession (ENVSP) and other Sustainable Infrastructure Professional Certifications is a plus, experience in the areas of supervision, airport, land development and/or port/maritime; experience with ESRI (ArcGIS), Hydraulic Modeling, MicroStation, AutoCad, InRoads, InRail, ProjectWise, Oracle P6, Microsoft Project, Project Management Softwares (Oracle Unifier, Orion), commercially available cost estimating software for major capital projects (i.e. HardDollar, RS Means, Sage Timberline or other engineering applications); structural design and building code compliance. One year experience working in an Airport environment is desirable for positions in the Airport.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying

This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the requirements will be placed on the eligible list, with those receiving Veteran's credit first, and then in the order in which applications were filed. Eligible lists will be established periodically.

The eligible list will remain active for at least six months.

If you have not received notification within three weeks after filing, contact the Civil Service Department at (562) 570-6202.

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Agenda Item No. 3
FINAL



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For hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer

FINAL

Job Title	WATER TREATMENT OPERATOR I
Closing Date/Time	December 07, 2018 4:30 PM Pacific Time
Salary	\$1,700.24 - \$2,300.64 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Water Department - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning November 20, 2018 through 4:30 p.m. December 07, 2018.

EXAMPLES OF DUTIES:

Under general or direct supervision, constructs, operates, maintains, inspects, and repairs water treatment, water supply, and water distribution facilities such as wells, reclaimed water systems, Metropolitan Water District (MWD) connections, pumping stations, reservoirs, treatment plants, and components; controls and regulates flow of water through the Treatment Plant, reservoirs, pump stations, and other water facilities; regulates amount of chemicals used within established parameters; washes filter beds; maintains and repairs all chlorine feed equipment such as chlorine leak detectors, chlorine analyzers, chlorine evaporators, scales, gas feeding machines, and appurtenances; chlorinates reservoirs, cisterns, and main lines utilizing portable chlorination units, assists in the handling of bulk chemicals; uses safety equipment, makes calculations dealing with quantity, rate, and volume of water flow; monitors and/or controls sewer lift stations, treatment plant, wells, remote water regulator vaults, and reclaimed water systems via computerized telemetry systems; observes safety rules and regulations; and performs other related duties as required.

REQUIREMENTS TO FILE:

Candidates must have a valid Grade I Water Treatment Operator Certificate, or higher, issued by the State of California Department of Public Health or State Water Resources Control Board **(proof required) * AND must have one of the following options:**

A. One year of (paid, full-time equivalent) experience working in operations in a water agency.

OR

B. Two years of (paid, full-time equivalent) experience in the operation and maintenance of pumps and related equipment such as chemical feed machines, chlorinators and/or other technical precision equipment.

Completion of a three unit (36 contact hours) training course recognized by the State Water Resources Control Board, in drinking water treatment may be substituted for 6 months of experience **(proof required). ***

Ability to:

- Effectively communicate both verbally and in writing;
- Lift, push and pull 50 pounds;
- Wear a self-contained breathing apparatus.

Willingness to:

- Work various schedules, overtime, shifts, evenings, weekends and holiday hours as needed;

FINAL

- Respond to emergency call-outs on a 24-hour basis and to report to the Water Treatment Plant for emergency calls within a 30-minute timeframe;
- Maintain safety and other relevant certifications;
- A valid motor vehicle operator license and a current DMV driving record will be required by the hiring department at the time of selection.

***Proof of required documents, such as certificates, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency.**

EXAMINATION WEIGHTS:

Application Packet.....Qualifying

This selection procedure will be conducted using a non-competitive procedure, which means applications are evaluated based on training, experience, education, certificates and/or licenses. There is no examination. All applicants meeting the minimum requirements to file will be placed on the eligible list, with those receiving Veteran's Credit first and then in the order in which applications were filed.

If you do not receive notification by December 14, 2018, please contact the Civil Service Department at (562) 570-6202.

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